



PETER & ELIZABETH TOWER FOUNDATION

Strengthening Partner Capacity Application Preview

The Tower Foundation entertains requests for the following through its Strengthening Partner Capacity grants program: small capital projects or equipment; organizational development; planning for the development of a program or strategic partnership; organizational professional development; convenings, and network- or field-building events; mergers and affiliations; technology planning and equipment purchases; and small bridge grants. For further description of each of these request types, see the Strengthening Partner Capacity Guidelines. This document provides an overview of the online application.

Organization Information

We’re looking for some pretty standard information here. Where do you work, who do you serve, and what do you do?

1. Which of the Tower Foundation counties does your organization serve? (Barnstable, MA; Dukes, MA; Erie, NY; Essex, MA; Nantucket, MA; Niagara, NY)
2. What age groups does your organization serve? (Children, Adolescents, Young Adults)
3. Organization’s current/most recent annual operating budget
4. In what issue areas does your organization work? (intellectual disabilities, learning disabilities, mental health, substance use disorders)
5. What is your organization’s mission?
6. What services/programs does your organization provide? Highlight existing programs within the Foundation’s service area.

Diversity, Equity, Inclusion Information

The Peter & Elizabeth Tower Foundation is working to incorporate a deliberate diversity-equity-inclusion (DEI) lens in its grantmaking practice. To help the Foundation understand more about the organizations and beneficiaries it supports, we are asking grant applicants to provide us with a better sense of how your organization’s leadership, workforce, and governance reflect DEI. The Foundation will give preference to applications from organizations led by people of color and/or people with disabilities and that reflect the communities they serve. **No organization will be excluded from consideration solely because it is not led by people of color and/or people with disabilities.**

The Foundation recognizes that DEI extends beyond race and disability. We have chosen to focus on these two characteristics in light of our focus on serving people with intellectual disabilities and learning disabilities, and in explicitly recognizing the profound inequities created as a product of a culture and institutions imbued with systemic racism.

1. Does your organization currently collect demographic data about:

	Yes	No
Staff		
Board of Directors		
People Served		

- If your organization collects demographic data, please enter the number of individuals of each race/ethnicity for each role in the chart below to give us a sense of your organization’s racial and ethnic diversity. (Continue to the next question if your organization does not collect this information.) For “People Served,” please consider those served in the last fiscal or calendar year.

Race/Ethnicity (Please enter numbers for each)	Executive Director(s)	Staff (excluding Executive Director)	Board of Directors	People Served
African American/Black				
American Indian/Alaskan Native				
Asian				
Hispanic/Latina/ Latino				
Native Hawaiian/Pacific Islander				
White				
Biracial/ Multiracial				
Total #				

- Is your organization led by a person with a disclosed disability? Yes No
- What additional information about your organization’s diversity and inclusion practices would you like to share? *(No character limit)*

Project Details

- Project Summary: What are you trying to accomplish?** *(300 character limit)*
Imagine explaining your project in two very short sentences (or one tweet). That’s what we’re looking for here. This is the express elevator pitch. Don’t worry, we promise to keep reading.
- What do you want to do?** *(No character limit)*
This is the longer, slower elevator pitch. We’re looking for a high level, general description of what you’re trying to accomplish. Don’t get into the concrete details of the project yet — that’s going to come up later in the “How do you want to do it?” section.
- Why do you want to do it?** *(No character limit)*
Tell us why you see your capacity building project as important and/or urgent for your organization. Give us some background information to help us understand the issue(s) and how it affects your organization.

This is also where you’d want to make some really clear connections between your organization and the Foundation’s focus areas. As a reminder, organizations and projects that are aligned closely with the Foundation’s focus areas are more likely to be competitive in their applications for capacity building support.
- How do you want to do it?** *(No character limit)*
Now you can get into the nuts and bolts of your capacity building activities! Be as detailed and concrete as you like. If your project will depend on the strength of local partnerships, be sure to describe where these stand and what you’ll do to develop and nurture them.

5. What do you need to do it? (No character limit)

Since you're applying for a grant, we assume you need money. Give us a sense of how much money you need and what you expect to spend it on. If you have already received quotes for equipment or any consulting services you need, it's helpful to let us know.

The Tower Foundation allows organizations to apply an administrative and overhead rate of 15% on grant requests over \$100,000, and 20% for requests of \$100,000 or less. The administrative and overhead rate for colleges and universities is capped at 10%.

Even though this section seems focused on the dollars, some required resources might not come with a price tag. If it makes sense, you can also use this section to discuss less tangible requirements (e.g., culture change, interagency cooperation, community engagement).

6. Work Plan (No character limit)

*This section is **not** required for small capital projects or equipment, organizational development, program planning, convening/event requests, or bridge grants.*

The work plan should be a simple, high-level overview of the major tasks that make up your project. Generally, we are looking for quarterly milestones for your project.

7. Project Impact (No character limit)

What could you point to that would demonstrate that the organization is better off as a result of your capacity building project?

8. Budget Requirements

All requests for the Strengthening Partner Capacity Grants program must include a budget. A budget template is available in the online portal. Generally, we are looking for the following:

- The budget should clearly outline all expenses associated with implementing the proposed project.
- The budget should also include all revenue sources known, including any cash and in-kind contributions from the organization and funding from other sources.
- Quotes are required for purchases of goods or services exceeding \$1,000.
- Applicants for bridge grants must provide documentation of committed funding for the time period following the requested grant.

What comes next?

Some applicants will receive a grant award or decline following the initial submission of this request without any additional follow-up from the Foundation. The Foundation will contact other applicants for clarification or more information as the request warrants. When in doubt, contact us.

How Do I Get in Touch with the Foundation If I Have More Questions?

If you have questions about the Foundation's Strengthening Partner Capacity funding opportunity, please contact us. You can send us an email at info@thetowerfoundation.org or schedule a 30-minute phone call with a Program Officer at <https://towerfdn.link/30-min-call>